

APPOINTMENT/CONVERSION DOCUMENT CHECKLIST

	TEMP	PERM/ INDEF	CONVER SION	REQUIRED DOCUMENTS
1				CA NG 690-2 Nomination for Tech Employment
2				Standard Form 52 Request for Personnel Action (Use this form if they are already employees)
3				Certificate of Eligibles
4				Employment Application
5			NA	SF-61 Appointment Affidavits
6			NA	Optional Form 306 Declaration of Federal Employment
7			NA	FORM I-9 Employment Eligibility Verification
8			NA	SF-181 Race/National Origin Identification
9			NA	SF-256 Identification of Handicap
10			NA	OPM 1635 Welfare to Work Program
11			NA	SF-144 Statement of Prior Federal Service
12				DD-214s for each period of military service
13		NA	NA	Temporary Employment Statement
14				SF-1152 Beneficiary Form
15			NA	NGAUS Disability Insurance Application (Standard)
16	NA	NA		NGAUS Disability Insurance Application (After 31 days of hire)
17	NA			Acknowledgement of Health and Life Insurance Forms
18	NA			SF 2809 Health Benefits Registration (FEHB)
19	NA			SF 2817 Life Insurance Election (FELI)
20	NA			SF 2823 FELI Designation of Beneficiary
21	NA			SF 3102 FERS Designation of Beneficiary
22	NA			TSP-1 Thrift Savings Plan Election Form

FORMS TO SEND TO PAYROLL OFFICE

		NA	SF 1199A Direct Deposit Form
		NA	W-4 Employee's Withholding Allowance Certificate
		NA	DE-4 California Employee's Withholding Allowance Certificate